Logging onto UCJIS
ucjis.utah.gov
How to **PRE-ENTER** your case and **INQUIRE** if it is complete.

PREPARING TO USE THE SYSTEM

Are you currently able to use: ucjis.utah.gov and do you currently have a PIN number?

If you do not have a PIN Number it can be issued by your agency's TAC officer. If you don't know who your TAC officer is, contact TWX at 801-965-4446.

Instructions included in this document:
1. How to change your password.
2. How to change your PIN.
3. How to pre-enter a case to bring into the State Crime Lab.
4. How to modify and make corrections on a pre-entry.
5. How to inquire if a case report is available.

WORKING IN UCJIS
1. Go to ucjis.utah.gov
2. Fill out the requested information (User ID, Agency, PIN, and Password) and then press the **Authenticate Me** button.
3. Underneath the welcome message is the date your **PASSWORD and PIN expire**.
It is **IMPERATIVE that you keep aware of this date and change your password **BEFORE** the expiration date or you will temporarily lose your access.**

CHANGING YOUR PASSWORD
-There are two ways to change your password:
-First way to change your UCJIS password:
> 1. Once you are logged in, select the **OTHER** category on the left screen.

2. Select the **ENTRY** category that will then appear on the left screen.
3. Select the **UTAH** category that will then appear on the left screen.
4. Select the **CHANGE PASSWORD** option and a new page will load on the right. (See illustration below)
5. On the screen on the right enter the required information and press the **CHANGE PASSWORD** button**.**

* = required

*Old Password: [   ]

New Password must be between 6 and 8 characters in length.

New Password must contain at least one character and one numeric.

New Password cannot be the same password as one you have used within the last year.

*New Password: [   ]

*New Password Again: [   ]

[Change Password] [Reset]

*** OR ***

[Change Pin]

-Second way to change your UCJIS password:
1. Type **CPW** in the **TRANSACTION CODE** box at the top center of the screen and press the **GO** button.
2. The same page illustrated above will load on the right side of the screen.
3. Fill out the required information and press the **CHANGE PASSWORD** button.

CHANGING YOUR PIN

-There are two ways to change your PIN:

-First way to change your UCJIS PIN:

1. Once you are logged in, select the **OTHER** option on the left screen.
2. Select the **ENTRY** category that will then appear on the left screen.
3. Select the **UTAH** category that will then appear on the left screen.
4. Select the **CHANGE PIN** option and a new page will load on the right screen. (See illustration below)
5. Press the **CHANGE PIN** button at the bottom of the screen and the UCJIS system will automatically assign you a new PIN number, which will be displayed on the new page.

Be sure to WRITE DOWN YOUR NEW PIN!

* = required

*Old Password: [＿＿＿＿]

New Password must be between 6 and 8 characters in length.

New Password must contain at least one character and one numeric.

New Password cannot be the same password as one you have used within the last year.

*New Password: [＿＿＿＿]

*New Password Again: [＿＿＿＿]

[Change Password] [Reset]

*** OR ***

[Change Pin]

-Second way to change your UCJIS PIN:

1. Type **CPIN** in the **TRANSACTION CODE** box at the top center of the screen and press the **GO** button.
2. The same page illustrated above will load on the right side of the screen.
3. Press the **CHANGE PIN** button and the UCJIS system will automatically assign you a new PIN number, which will be displayed on the new page.

Be sure to <u>WRITE DOWN YOUR NEW PIN!</u>

<u>PRE-ENTRY</u>

1. Select the **Other** category on the left screen.
2. Select the **Entry** category that will then appear on the left screen.
3. Select the **Utah** category that will then appear on the left screen.
4. Select the **Crime Lab Entry/Modify** category on the left screen.
5. A new screen will appear on the right.
6. Fill out **<u>ALL FIELDS!</u>**
7. After you have filled out **<u>ALL</u>** of the fields and entered your evidence (see instructions below), press the **SUBMIT** button at the bottom of the screen.

** **<u>DO NOT</u> put a space or a dash in your case number!!!**

- Enter a current phone number

- Note that although the <u>computer</u> does not require the entry of a suspect or   victim, **<u>WE DO</u>** require that information. If the suspect is unknown, please type unknown. If the victim is a non-person, please enter that (i.e. Wells Fargo, Albertson's, etc.)

-We need the birth date on **<u>ALL</u>** suspects.

-Please type in the race of both victims and suspects whenever possible:

      A stands for Asian / Pacific Islander
      B stands for African American (Black)
      I stands for American Indian
      U stands for Unknown
      W stands for Caucasian (White)

<u>Entering Evidence</u>

- Enter your description of the evidence beginning with the packaging and describing it from the outside in. (i.e. Sealed evidence bag containing Ziploc bag with white powdery substance)

-DO NOT name the suspected drug you are submitting. Describe it in other terms, (i.e. green leafy substance, white powdery substance, black tar like substance, etc.)
-Make sure that each piece of evidence has a unique identifying (item) number.
-Note that while you are typing your description, you only are allowed 245 character spaces. If sometime before that you can't see what you're typing, continue typing anyway, **DO NOT** start a new line and continue typing. Even though you may not be able to see what you're typing, it will still print off, so you can check it that way.

MODIFYING A PRE-ENTRY
-To make corrections to a pre-entry that has **NOT** yet been promoted in the State Crime Lab:
1. Select the **Other** category on the left screen.
2. Select the **Entry** category that will then appear on the left screen.
3. Select the **Utah** category that will then appear on the left screen.
4. Select the **Crime Lab Entry/Modify** category on the left screen.
5. A new screen will appear on the right.
6. Click on the second tab that says **CASE INQUIRY**. This is located below **CRIME LAB ENTRY** at the top of the screen.
7. The screen will revert to the information on that tab. Fill all of the information out for the case you are looking for (ORI, Agency, and Case Number.)
8. The pre-entry with all of the information that you previously entered will come up.
9. Make all necessary changes and then press **SUBMIT** at the bottom of the screen to save the changes.

INQUIRY (Accessing Completed Reports)
1. Select the **Other** category on the left screen.
2. Select the **Inquiry** category that will then appear on the left screen.
3. Select the **Utah** category that will then appear on the left screen.
4. Select the **Crime Lab Inquiry** category on the left screen.
5. A New screen will appear on the right (see below illustration)

*ORI: `UT018065Y - BUREAU OF FORENSIC SVCS - SALT LAKE CITY ▾`

*AGENCY: `▾`

CASE NUM: `_____`

FROM: `_____` (mmddyyyy)

TO: `_____` (mmddyyyy)

LAST: `_____`

FIRST: `_____`

MIDDLE: `_____`

`Submit` `Reset`

`Click here to clear all fields`

6. Fill out the required fields in the screen on the right.
- You can search for case results by: Your agency's case number, submitted date, the victim's name, OR the suspect's name.
7. Press the **SUBMIT** button.
8. A new screen will load (see illustration below)

REPORT FOR AGENCY: Crime Lab ' CASE # '55555'			
Category	**Report Date**	**Open Report**	**Download**
CONTROLLED SUBSTANCE ANALYSIS	2005-06-21 10:29:00.0	**55555**	

9. Put the mouse cursor over the number underneath **OPEN REPORT** in the table and click on it.

10. A second internet screen displaying the PDF report will open.

-To **PRINT** off the report, just click on the printer icon on the tool bar at the top of the PDF screen.

-To **SAVE** a copy of the PDF report to your computer, just click on the icon that looks like a floppy disk on the tool bar at the top of the PDF screen.

If you do not see the details of your case in the table or a link to download the PDF report, the case has not been finished, check again later or contact the criminalist for an update on the case status.

You **MUST have the **Adobe Reader Software** to be able to view the PDF reports. If you DO NOT have Adobe Reader, go to www.adobe.com and download the software for free.**

DNA Reports will NOT be available in PDF format. You will need to come in to the lab to get a printed DNA report.

** **Please note that you may only enter a case once. If you have a second submission, or a resubmission, you need to bring it into the lab for evidence personnel to enter****

If you have other questions please contact the Central Laboratory Evidence personnel at 801-964-4547. Tara and Ted are available to answer questions from 8:30am until 4pm.